

Deputy Tax Collector for Town of Barrington NH. Performs moderately complex clerical work associated with tax collection, billing and accounting operations of the Tax Collector's office. The Deputy Tax Collector must be able to perform all the duties of the Tax Collector in his/her absence and is responsible to comply with applicable state laws and local policies. High school diploma or GED. Knowledge of basic accounting practices. Ability to speak and write well. Operational knowledge of computer hardware and software and ability to learn new programs. Require at least three years of experience in an office environment performing clerical and bookkeeping or accounting work and demonstrated skills in accuracy and meeting deadlines. Requires ability to establish a working knowledge of statutes, rules, regulations, policies and procedures. NHTCA Certification is desired, but can be earned during employment. Must be willing to attend Tax Collector's conference and workshops as required. 30 hours/week, normal start rate \$15.94/hour with some benefits. We expect interviews to start around June 6. Info/application at www.Barrington.nh.gov 603-664-9007 response to Tax Collector, PO Box 660, Barrington, NH. 03825 EOE